

Visual Communications Internship

ABOUT OUR ORGANIZATION

Inland Empire United Way (IEUW) is a nonprofit organization that works in partnership with local community leaders, businesses, government agencies, other nonprofits, and individuals to build a stronger, healthier community. By focusing on Education, Health, Financial Stability, and Volunteerism, as well as 2-1-1 San Bernardino County, long-lasting and positive changes are made in the lives of children, families, and individuals. The IEUW service area covers portions of Los Angeles, San Bernardino, and Riverside counties. LIVE UNITED is a call to action for everyone to become part of the change.

STATUS

Intern, Part-Time (8 to 25 hours per week - time commitment may vary according to the intern's arrangement and request). Hours are flexible.

REPORTS TO

The Communications Intern reports to the Marketing & Communications Director

ACADEMIC CREDIT

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. Inland Empire United Way will provide the necessary job description and performance review upon request.

POSITION SUMMARY

This internship will assist with marketing and communications efforts of Inland Empire United Way (including Marketing, Advertising and Public Relations). Dependent upon the internship duration, the intern will assist in various projects and events for IEUW. The intern will have the opportunity to help design their work plan based on the outcomes they hope to achieve from this position.

Responsibilities – Possible Areas of Focus:

- Participating in creative process
- Print design and web design projects
- Updating, maintaining and improving websites and social media sites
- Assisting with photo and video opportunities
- Marketing research and gathering content for marketing materials
- Drafting and formatting press releases, eNewsletter articles, PSAs, communication plans and letters
- Working with initiatives and programs to develop marketing opportunities
- Researching and contacting vendors
- Prepare written recommendations for future projects
- Other projects within the realm of marketing and communications

QUALIFICATIONS

- Currently enrolled in college, and an academic/career interest in visual communications (print and web design), art, branding, and/or marketing
- Proficient in MS Office, Adobe InDesign, Photoshop, Illustrator, Acrobat, Dreamweaver, the Internet, and social media networking
- Basic understanding of the principles of design and the ability to think creatively and to share ideas
- Excellent written and verbal communication skills required
- Good organizational and time management skills
- Ability to manage multiple projects and meet tight deadlines
- Must be self sufficient, a self starter and ready to learn

PHYSICAL REQUIREMENTS

Must be physically able to lift/move up to 20 pounds, as well as sit, standing, walking, stooping, squatting, pushing and pulling. This position requires sitting for extended periods of time while on the computer and telephone. The candidate also assists with the gathering of supplies for community events or presentations as well as creating displays and hanging signage.

SALARY

This is an unpaid internship.

WHAT YOU WILL GAIN

- Solid marketing and communications experience
- Build your portfolio with print and web design projects
- The opportunity to custom-design your own internship to meet your academic and career needs
- Flexible hours - with appropriate notice, the supervisor will work to schedule hours around exams and other deadlines
- The opportunity to interact with other professionals in the business, government, academic and nonprofit sectors
- A great professional recommendation for your valuable work
- Knowledge that you are making a difference in your community

SUPPLEMENTAL QUESTIONS

1. What are your career and academic goals?
2. What do you expect out of an internship at United Way?
3. What special qualities do you feel you will bring to this internship?
4. What is the time frame (day/month to day/month) that you expect to serve, and what days and hours are you available to work?

PLEASE SEND COVER LETTER, RESUME AND ANSWERS TO THE SUPPLEMENTAL QUESTIONS TO:

Christine Labrador, Marketing & Communications Director, at clabrador@ieuw.org

For more information about your local United Way, please visit www.ieuw.org.

Inland Empire United Way (IEUW) is an equal opportunity employer M/F/D/V; females and minorities are encouraged to apply. Background checks and drug tests are performed and job offers are contingent upon successful screening.